

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Police Officer	<u>Revision Date:</u>	07/16
			<u>EEO Category:</u>	Protective Service
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	36407

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Sergeant, provides a range of routine and emergency police services. Enforces criminal laws and county and city ordinances.

III. Essential Duties:

- Communicate effectively with merchants, businesses and citizens identifying problem areas or concerns.
- Work closely with merchants, businesses and citizens in solving problems within the community.
- Gather information through observation and public interaction. Articulate the information through written reports.
- Provide a sense of security for businesses and citizens within the community.
- Enforce local and state laws, including traffic codes.
- Safely and effectively operate a police vehicle according to departmental and EVO policy (skills and pursuit courses).
- Communicate effectively, in the English language, both verbally and in writing. Possess the ability to write in a thorough, legible and profession manner.
- Provide for protection and security of citizens through the application of appropriate arrest control techniques.
- Respond to and investigate reports of criminal offenses.
- Effectively utilize lethal and non-lethal weapons within departmental guidelines.
- Successfully interact with, and when necessary, control persons experiencing emotional, psychological or other disorders in a manner prescribed by departmental policy.
- Routinely patrol city neighborhoods.
- Respond to calls for service in the community.

Specialty Assignments:

- Specialty assignments include, but are not limited to: Police Service Dog (PSD), Traffic, Detective, Special Weapons and Tactics (SWAT), NOVA and School Resource.

IV. Marginal Duties:

- Make court appearances when necessary.
- Perform other duties as assigned.

V. Qualifications:

Must pass Utah LEO P.O.S.T. certification. Utah State statute requires that a peace officer:

- Must be a United States citizen.
- Must be at least 21 years of age at time of appointment as a peace officer.
- May not have been convicted of an offense involving dishonesty, unlawful sexual conduct, physical violence and/or domestic violence.
- May not have been convicted of the unlawful use, sale or possession of a controlled substance in the past five years.
- May not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary of this or another state.
- Must be a High School graduate or equivalent.
- Must demonstrate good moral character as determined by a background investigation.
- Must be free of any physical, emotional, or mental conditions that might adversely affect the performance of duty as a peace officer.
- Must be able to type at least 30 words per minute (typing test required).

Certifications/Licenses: Must pass and maintain Utah LEO POST certification. Maintain a valid Utah Driver's License. Must be able to qualify on a yearly basis in required areas such as firearms, emergency vehicle operations, department physical ability course and arrest control, unless excused by Chief of Police. Must attend mandatory training as defined by department policy.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Criminal and traffic laws; rules of proper verbal and written communication; ethical principles; principles of self-defense.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for decisions that affect the lives and well-being of others; use of sound judgment when deciding when to take police action and what situations warrant an arrest.

Communication Skills: Ability to effectively counsel, persuade and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively often under hostile and stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative and legislative officials, press representatives, co-workers and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Regular use of a hand-held walkie talkie, a police vehicle, two-way radio, computer, word processing software, calculator, copy machine and firearms.

Analytical Ability: Great initiative and ingenuity is necessary; constant alertness to react to unexpected situations; collect and rapidly assimilate facts; organize, analyze and retain familiarity with large numbers of complex court cases; research effectively; maintain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; ability to understand and follow verbal and written instructions; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion including running, climbing, kneeling, stooping and balancing; constant seeing and hearing. Employee typically handles office equipment, objects or controls and other types of equipment; frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 150 pounds. Constant attendance is required.

Working Conditions: Great pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact with the public. Frequent exposure to unpleasant or hazardous conditions caused by the handling of dangerous situations. The noise level is usually moderate. Work assignments are broad and performed with little or no supervision or checking; work procedures are established, refer only unusual cases to supervisor; must work in all weather conditions as well as all types of environmental and physical hazards. Position includes rotating shift work, including days, graveyard, weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL APPROVED BY: _____ DATE: _____